

Vacancy Announcement



U.S. Embassy Copenhagen

ANNOUNCEMENT NUMBER: 11-04	SUBJECT: Facility Manager	DATE: 04/11/2011
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OPEN TO: Interested Candidates

(Candidate must be a U.S. Citizen and able to obtain a Security Clearance from U.S. Department of State)

POSITION: Facility Manager FSN 10 (FP 5)

OPENING DATE: April 11, 2011

CLOSING DATE: EXTENDED DEADLINE TO May 16, 2011

WORK HOURS: Full –time; 40 hours/week

SALARY: Ordinarily Resident (OR): 562,232.00 DKK p.a. FSN 10,
(Applicant may be appointed at a lower grade).

Not-Ordinarily Resident (NOR): 50,043.00 US\$ FP 5
(Salary will determined by EUR/IO-HR).

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. Documents must be attached with your application.

The American Embassy in Copenhagen is seeking individuals to fill the position of Facility Manager to manage all aspects of Embassy Copenhagen's physical plant. The Facility Manager is supervised by the Management Office.

BASIC FUNCTION OF THE POSITION.

The position is charged with maintaining quality facilities which meet the operational requirements of the mission. The Facility Manager performs the following functions. Establishes, develops, budgets for, and supervises the operation of maintenance, repair and renovation of all facilities. Serves as principle project manager for all post-managed construction and repair projects. Administers contractual relationships with the pool of maintenance and construction contractors who carry out the majority of facilities related work. Supervises the Facility Maintenance Unit.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Education:** A 4 year university degree in any major engineering discipline required.
- 2. Prior Work Experience:** Minimum seven years experience in facility management required. This includes minimum 4 years in-depth experience as a facility manager and minimum 3 years in building maintenance, of which a minimum of 2 years must include supervisory and management experience. Further training will take place in Washington.
- 3. Language Proficiency:** Fluent English. Must have very good communication skills. Must have good writing skills and be able to draft routine mails and letters, as well as more complex reports. **(Language proficiency will be tested)**
- 4. Job Knowledge:** Must have a thorough professional knowledge of the field of Facility Management and of building and construction practices and codes. A good knowledge of preparing and managing budgets and documented knowledge of project management required.
- 5. Skills and Abilities:** Must have a driver's license. Must have computer skills including MS Office, AutoCAD light, and Visio Architect or similar software. Must be able to work independently, including setting work priorities for self and subordinate staff.
All applicants must have the required work and/or residence permits to be eligible for consideration. A copy of the permit must be forwarded together with the application.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

1. Current employees serving a probationary period are not eligible to apply.
2. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
3. Currently employed U.S. Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold a secret security clearance, i.e. the applicant must be a U.S. citizen.

TO APPLY: Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus** Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Interested applicants may apply for this position by filling out the DS 174-Universal Application for Employment form and emailing it to: [Copenhagen, HR Vacancy@state.gov](mailto:Copenhagen,HR.Vacancy@state.gov)

To view the DS 174-Universal Application for Employment form (UAE) & application instructions, please click on below:

<http://www.state.gov/documents/organization/136408.pdf> .

E-mails received without the appropriate subject line will not be considered.

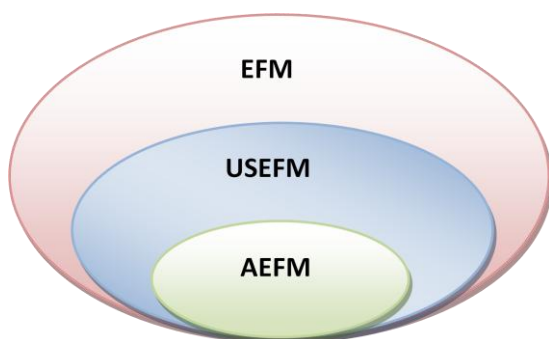
Your e-mail must state the vacancy announcement number and your name in the subject line, example: **VA 11-04 YOUR NAME**.

EXTENDED CLOSING DATE FOR THIS POSITION: May 16, 2011

The U.S. Mission in Copenhagen provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM)**: An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently

assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

ANNOUNCEMENT NUMBER: 11-04	SUBJECT: Facility Manager MAJOR DUTIES AND RESPONSIBILITIES (At full performance level)	DATE: 04/11/2011
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Ensures the Reliability Centered Maintenance (RCM) strategy, principles, and practices and preventive maintenance programs are established, implemented and managed using Department of State (DOS)) approved Computerized Maintenance Management Systems (CMMS) software.

Monitors system effectiveness and recommends changes to achieve maximum efficiency. Reports to Operations Building Operations (OBO), Key Results-Based Indicators. Inspects post's facilities and determines maintenance, repair and replacement requirements for all buildings and systems. Conducts and ensures the completion of all reports and survey required by OBO and the Management Officer. Formulates funding requirements for current and future budgets in all aspects of facilities maintenance operations. Develops detailed maintenance and repair project requirements including design, scope of work, bill of materials, and cost estimates for in-house or contractor accomplishment.

Maintains appropriate internal controls to prevent waste, fraud and abuse. Manages the maintenance library. Ensures that records are retained on all major systems and buildings including manuals, manufactures cut sheets, physical samples, equipment specifications, diagrams, and blueprints. Selects the appropriate information to add to this library when new systems are upgraded, replaced, or for additions. Performs skilled labor as necessary for the maintenance, repair, renewal, upgrade, rehabilitation and installation of mechanical or electrical components.

Participates in the implementation of DOS security regulations, procedures, and policies pertaining to facilities.

Provides direct supervision of the Maintenance Supervisor. Provides indirect supervision of the remainder of the maintenance staff. Provides management and technical training to subordinates. Demonstrates support for and promotion of Equal Employment Opportunities (EEO) policies. Administers contractual relationships including Contracting Officer's Representative (COR) duties with the pool of Embassy maintenance and construction contractors who perform the majority of facilities related work.

Serves as Deputy, Post Occupational Safety and Health Officer (POSHO) overseeing the Safety Health and Environmental Management (SHEM) program and performing duties as assigned by

the POSHO. Serves as the Post Fire Marshal. Manages all abnormal facilities related duties including after-hours staffing for facilities emergencies.

Acts as the primary liaison between post and OBO, including scheduling and acting as control officer for all OBO and facilities related visits. Assists post with VIP visits. Other temporary duties as assigned by the Management Officer.